

Read-Only: MiTEAM Specialist(s) Generating MiTEAM Fidelity Data Reports

As a MiTEAM Specialist, you can generate “Location” MiTEAM Fidelity Data Reports for your full county/agency/district. Instructions are detailed below.

Generating County/Agency/District MiTEAM Fidelity Data Reports

1. The Read-Only MiTEAM Fidelity Home Page is the MITEAM Fidelity Data Reports Page.
2. Next to “Reporting Quarter:” click the down arrow and select which Quarter you want to print a report for.
NOTE: The MiTEAM Fidelity Web Application default selection will be the current quarter. However, you can ONLY print MiTEAM Fidelity Data Reports for *previous, completed* Quarters. Therefore, you will *always* have to select a Reporting Quarter.
3. Next to “Report Type:” “Location” should be selected for you and appear green. (See screenshot below)
NOTE: “Location” report type option is the only option visible to your MiTEAM Fidelity Web Application Read-Only Access Type.
4. Next to “Select Counties,” “Select Agencies,” and/or “Select District,” the County/agency/district should be selected for you. Options that appear and pre-selections are based on your MiSACWIS user information. (If not, Please see *Troubleshooting Job Aids*)
NOTE: If you supervise workers at multiple locations, you may need click the down arrow and select the correct county/agency/district for the individual(s) you want to include on the report.
5. Next to “Totals to be included in this report:” click the box next to county/agency/district totals.

The screenshot shows the 'MiTEAM Fidelity Data Report' form. On the left is a circular logo with the text 'TRAUMA INFORMED LENS' and 'WELL-BEING SAFETY PERMANENCY'. In the center, the text 'Job Aid Instructions #2-5' is displayed. The form fields are highlighted with red circles:

- Reporting Quarter:** 2018 1st Quarter ▼
- Report Type:** Location
- Select Counties:** None selected ▼
- Totals to be Included in this Report:** ☐ County Totals

NOTE: You must select *at least one* item from the optional sections in instructions #6-8. You can choose to select one of the options, all of the options, or any combination of the options to be included in the report. Use screenshot below instructions #6-9 for visual assistance.

6. OPTIONAL: Next to “Select Competencies:” click the down arrow and to select one or more MiTEAM Competency total that you would like the report to include. (See screenshot below)
 - a. If you select Engagement: totals will include any Fidelity Indicators that capture Key Caseworker Activities 1-2.
 - b. If you select Teaming: totals will include any Fidelity Indicators that capture Key Caseworker Activities 3-5.

- c. If you select Assessment: totals will include any Fidelity Indicators that capture Key Caseworker Activities 6-26. *(Note that this includes all sub-competencies but does not separate them. See #7 for sub-competency total breakdowns.)*
 - d. If you select Mentoring: totals will include any Fidelity Indicators that capture Key Caseworker Activities 27-29.
7. OPTIONAL: Next to “Select Sub-competencies:” click the down arrow and to select one or more MiTEAM sub-competency total that you would like the report to include. *(See screenshot below)*
 - a. If you select Assessment: totals will include any Fidelity Indicators that capture Key Caseworker Activities 6-9.
 - b. If you select Case Planning: totals will include any Fidelity Indicators that capture Key Caseworker Activities 10-14.
 - c. If you select Case Plan Implementation: totals will include any Fidelity Indicators that capture Key Caseworker Activities 15-20.
 - d. If you select Placement Planning: totals will include any Fidelity Indicators that capture Key Caseworker Activities 21-26.
8. OPTIONAL: Next to “Select Sections:” click the down arrow and to select one or more data collection section total that you would like the report to include. *(See screenshot below)*
 - a. If you select Observation: totals will include Fidelity Indicators 1-30.
 - b. If you select Documentation: totals will include Fidelity Indicators 31-55.
 - c. If you select Interview: totals will include Fidelity Indicators 56-66.
 - d. If you select Monthly Supervision: totals will include Fidelity Indicators 67-85.
9. OPTIONAL: If you make a selection in instruction #8, a blue box will appear that gives you an option to “Select Questions by Section.” *(See screenshot below)*
 - a. If you click the blue box, a list of questions will appear from the sections that you chose in instruction #8.
 - b. You can select one or more specific fidelity indicator totals to include on the report.

Totals to be Included in this Report:

*You must select at least one Competency, Sub-Competency and/or Section to generate this report.

Job Aid Instructions #6-8

Select Competencies:	All selected ▼
Select Sub-Competencies:	All selected ▼
Select Sections:	All selected ▼

#6-8

Job Aid Instruction #9

Select Questions by Section

- ☒ Select All
- ☒ 1. Treats individual(s) with respect; demonstrated by 2 or more of the followi...
- ☒ 2. Treats individual(s) with empathy; demonstrated by 2 or more of the followi...
- ☒ 3. Uses verbal responses that are consistent with body language.
- ☒ 4. Acknowledges his/her authority and the disproportionate amount of power in ...
- ☒ 5. Helps the individual(s) identify people who are supportive, which may inclu...
- ☒ 6. Addresses reasons for reluctance to including specific team members.

Generate Report

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10. Click “GENERATE REPORT”
11. A .pdf box will appear in the bottom of your screen.
12. Select “Open.”
13. Be Patient: Report may take several minutes to generate.
14. A .pdf version of the report will appear on your screen.